

TOWN OF BROWNSTOWN QUALITY OF LIFE PLAN

January 4, 2010

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1. MISSION STATEMENT	1
2. ROLES AND RESPONSIBILITIES	2
STAKEHOLDER COMMITTEE	2
AUDIT TEAM	2
3. ENVIRONMENTAL GOALS	2
OPERATION ACTIVITIES	2
IDENTIFYING ASPECTS AND IMPACTS	3
PRIORITIZING ASPECTS	3
IDENTIFYING OBJECTIVES AND TARGETS	4
4. IMPLEMENTATION AND OPERATION PROCEDURES	4
EMERGENCY PREPAREDNESS AND RESPONSE	4
EMPLOYEE TRAINING	5
INCIDENT REVIEW	5
DOCUMENT CONTROL	5
DOCUMENT MANAGEMENT	5
DOCUMENT DEVELOPMENT	5
CORRECTIVE ACTION	5
ARCHIVING DOCUMENTS	5
RECORD KEEPING	6
TRACKING AND INDEXING RECORDS	6
LEGAL AND REGULATORY REQUIREMENTS	6
COMMUNICATION	6
INTERNAL COMMUNICATION	6
EXTERNAL COMMUNICATION	6
5. MONITORING AND PROGRESS REVIEW	6
INTERNAL AUDIT	6
MANAGEMENT REVIEW	7
6. COMMUNITY AND BUSINESS OUTREACH	7
ATTACHMENT A: MISSION STATEMENT ADOPTED THROUGH RESOLUTION	8
ATTACHMENT B: LIST OF PRIORITIZED ASPECTS AND IMPACTS	10
ATTACHMENT C: OBJECTIVES AND TARGETS	19

1. MISSION STATEMENT

Town of Brownstown Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedure. Printed documents are not controlled or updated.

The Town of Brownstown is committed to preserving and protecting the beauty of its community through continual environmental improvements, compliance with requirements, making voluntary commitments, and pollution prevention.

The Town of Brownstown will protect the community's resources and will strive to enhance the citizens' quality of life by providing a clean and healthy environment. The Town will share environmental decisions and performance through community outreach programs with residents, businesses, and industries. See Attachment A for a signed copy of the mission statement adopted as a Resolution.

2. ROLES AND RESPONSIBILITIES

STAKEHOLDER COMMITTEE

The stakeholder committee will meet to discuss, prioritize and select environmental projects within the town. The committee will be responsible for creating and implementing the Quality of Life Plan and all documents associated with the plan.

Committee members are:

Debbie Hackman, Solid Waste Director

Kathy Roberts, acting clerk-treasurer

Steve Scarlett, town marshal

Dale Shelton, street superintendent

Scott Hunsucker, waste water treatment manager

Andy Lockman, fire chief.

Committee members responsible for creating and implementing the Quality of Life Plan include Debbie, Kathy, Steve, Dale, Scott, and Andy.

Committee members responsible for implementing projects include Debbie, Dale, Scott, and Andy.

AUDIT TEAM

The annual audit will be made at a meeting by the entire committee in August of each year.

3. ENVIRONMENTAL GOALS

OPERATION ACTIVITIES

The solid waste district, wastewater treatment plant, the fire department, the street department, and Town Hall are included in the plan. The stakeholders identify the activities and operations occurring in each of these departments to identify where environmental impacts could occur. The following activities in each department may have the potential to impact the environment.

Solid Waste District: Lighting, heating, cooling, office operations, building maintenance, janitorial services, solid waste and recycling management, education and outreach

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Wastewater Treatment Plant: Lighting, heating, cooling, building maintenance and operation, janitorial services, grounds maintenance, laboratory testing, purchasing, chemical storage, wastewater treatment

Fire Department: Lighting, heating, cooling, office operations, building maintenance and operation, janitorial services, vehicle and equipment maintenance and operation, grounds maintenance, laundry and uniform maintenance, incident response, purchasing, education and outreach, fire suppression activities

Street Department: Lighting, heating, cooling, office operations, building maintenance and operation, janitorial services, purchasing, vehicle and equipment maintenance and operation, grounds maintenance, snow and ice management, infrastructure maintenance, signage, solid waste management, street cleaning

Town Hall: Lighting, heating, cooling, office operations, building maintenance, janitorial services, purchasing, grounds maintenance, education and outreach

IDENTIFYING ASPECTS AND IMPACTS

After the committee identifies the departments to include in the Quality of Life Plan and the operations and activities occurring in those departments, the committee then identifies the environmental aspects and impacts of each of these operations.

An environmental aspect is an element of a community's activities or services that can interact with the environment. An environmental impact is any change to the environment entirely or partially resulting from a community's activities or services.

The list of environmental aspects is developed during a site visit with department representatives and IDEM and with the help of IDEM's *Environmental Impacts for Municipal Operations Database*. Any potential environmental impact that the committee feels are not represented through these methods is added to the list of aspects, and items listed that do not pertain to municipal operations are removed from the list.

PRIORITIZING ASPECTS

After the operations and their associated impacts are identified, the committee works to prioritize each of the areas of impact. To do so, the stakeholders meet for a brainstorming session and identify a ranking system to prioritize the aspects. The stakeholders identified the following criteria as important:

- Degree of impact on the environment
- Potential for legal and regulatory non-compliance
- Potential to impact human health
- Public perception issue

A list of the aspects and impacts associated with municipal operations is used and each aspect is ranked 1-4 with 4 bearing the most impact.

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The stakeholders use the following ranking scale:

Degree of Impact on Environment
4 = Serious impact (likely to result in severe or widespread damage to the environment)
3 = Moderate impact (may affect resources beyond the property line, correction will take planning and resources)
2 = Minor impact (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No impact (unlikely to have an adverse impact on the environment)
Potential for Legal and Regulatory Non-Compliance
4 = Serious potential to result in legal or regulatory non-compliance
3 = Moderate potential to result in legal or regulatory non-compliance
2 = Minor potential to result in legal or regulatory non-compliance
1 = No potential to result in legal or regulatory non-compliance
Potential to Impact Human Health
4 = Serious potential (likely to result in severe or widespread damage to human health)
3 = Moderate potential (may affect resources and human health beyond the property line, correction will take planning and resources)
2 = Minor potential (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No potential (unlikely to have an adverse impact on human health)
Public Perception Issue
4 = Serious public perception issue
3 = Moderate public perception issue
2 = Minor public perception issue
1 = Not a public perception issue

Stakeholders contribute ideas from their individual departments and the impact these activities may have on the environment. Once all aspects are ranked, the totals of each aspect are compared to determine priority. Any aspect receiving a ranking of 6 or higher is identified as significant. The stakeholders narrow down the priorities to consolidate their list and evaluate which aspects affected the majority of the population.

See Attachment B for a list of prioritized aspects and impacts.

IDENTIFYING OBJECTIVES AND TARGETS

The stakeholder committee selected five aspects to work on during their three-year CLEAN designation and established objectives and targets for each. See Attachment C for the objectives, targets, and action plans for each of the selected environmental aspects.

4. IMPLEMENTATION AND OPERATION PROCEDURES

EMERGENCY PREPAREDNESS AND RESPONSE

There is a county emergency management plan that identifies hazards. A copy of the county plan is on file in Town Hall and the Jackson County EMA office at 110 West Walnut Street, Brownstown. This plan was written with input from each of the county's towns and cities.

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During department emergencies, the department head is contacted who in turn contacts the appropriate emergency response agency and the Jackson County Emergency Management Agency.

Material Safety Data Sheets are accessible in each department. In addition, the local fire department has been notified of the location of hazardous chemical storage.

EMPLOYEE TRAINING

The town ensures employees' environmental awareness and competence by providing emergency management and hazardous material training as part of the monthly rotation of employee training. Each department maintains training records in their own department. All emergency management planning and activities are under the umbrella of the Jackson County EMA office in Brownstown.

INCIDENT REVIEW

Incident review is done by the department heads following emergencies to evaluate effectiveness.

DOCUMENT CONTROL

DOCUMENT MANAGEMENT

Master copies of Quality of Life Plan documents will be kept in the Solid Waste office. Debbie is responsible for maintaining electronic versions of documents on her computer in the "CCC" File under "Brownstown." Hard copies of documents will be stored in a file cabinet in the Solid Waste office. Debbie is also responsible for modifying the electronic versions of documents. When changes are requested, she will update the relevant sections and send a read-only copy to each department head, Town Hall and the Solid Waste office for their records.

Access to view the plan will be made available to all residents, but changes may only be made by the stakeholder group via Debbie Hackman.

DOCUMENT DEVELOPMENT

Employees may propose the revision or creation of a document to their department head. Department heads are responsible for notifying Debbie of document revision/creation needs. Any activity that has a significant impact on the environment must be presented to the Town Council.

CORRECTIVE ACTION

Any revisions to the Quality of Life Plan must be approved by a majority of the members of the Stakeholder Committee. When the Quality of Life Plan or associated documents have been updated, the document's first page will indicate the date it was modified.

New processes and services and the modification of existing processes and services will be reviewed by Town Board members and department heads for environmental compliance and to incorporate environmental and pollution prevention planning.

ARCHIVING DOCUMENTS

The outdated Quality of Life Plan documents will be maintained in the Solid Waste office. Changes will be made to the original plan and copies sent to Town Hall and each department head.

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Outdated QLP documents will be stored in the Solid Waste Office electronically and in hard copy form in an “Outdated Brownstown CCC” folder. Each document will be dated to determine the most recent copy as revisions are made.

RECORD KEEPING

TRACKING AND INDEXING RECORDS

Any records that need to be maintained concerning the CLEAN Community Challenge will be done so by Debbie Hackman and those records will be stored at the Solid Waste office and a duplicate copy will be kept at Town Hall.

These include complaint records, training records, incident reports, inspection records, audit results, and records of legal requirements such as permits. Each department will also have a copy of those documents specific to their project.

LEGAL AND REGULATORY REQUIREMENTS

The community depends on updates by IDEM to assist in identifying and maintaining environmental regulations. Each department also attends annual training in their area and belongs to state/area trade organizations. As significant changes are made to processes, legal and regulatory requirements are discussed at staff meetings and IDEM is consulted if there is a question affecting environmental compliance.

COMMUNICATION

INTERNAL COMMUNICATION

Employees communicate internally during staff meetings, town council meetings, and e-mail memos. Communication with vendors is either done by e-mail or phone conversation.

EXTERNAL COMMUNICATION

The community communicates with residents and businesses through the local newspaper. Any complaints or inquiries can be brought before the Town Board.

Any questions received by the town that are specific to a department are referred to the department head and discussed at staff meetings.

5. MONITORING AND PROGRESS REVIEW

INTERNAL AUDIT

An internal audit will be conducted annually in August to track the progress and effectiveness of the current Quality of Life Plan. This audit will be done with the help of IDEM’s CLEAN representatives and the participation of the entire stakeholder committee. The audit will include a comparison of all performance measurements to the baselines established for each active action plan. The audit will also look for evidence that the procedures identified in the Quality of Life Plan are being implemented and are effective for Brownstown. Audit reports from previous years will be evaluated

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along with the current report to ensure continual improvement. The stakeholders will assign a committee member to follow up on any deficiencies that are identified during the audit. The audit results will be reported to the Town Council. The results will also be reported to IDEM and included in the CLEAN Community Challenge Annual Performance Report. All audit results will be stored in accordance with the Document Management procedures identified in the section above.

MANAGEMENT REVIEW

Stakeholders will review progress towards the five objectives and targets identified in the Quality of Life Plan on a quarterly basis. Debbie Hackman will send out quarterly reminders of the plan's status to the stakeholder committee members and will follow-up on implementation of progress. She will send each department head progress updates to keep them updated on the tasks identified in the action plan. In addition, the stakeholder group will meet once a year to review progress. Those meetings will be recorded with minutes that will be then added as an attachment to the Quality of Life Plan.

6. COMMUNITY AND BUSINESS OUTREACH

Updates on important issues related to the town's environmental performance and on progress towards objectives and targets will be made available to the *Jackson County Banner*, the Brownstown Town Council, the Brownstown Development Task Force, and the Brownstown Chamber of Commerce Board of Directors.

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ATTACHMENT A: MISSION STATEMENT ADOPTED THROUGH RESOLUTION

RESOLUTION NO. 2008- 06

A RESOLUTION PERTAINING TO THE PROTECTION AND PRESERVATION
OF THE ENVIRONMENT FOR THE TOWN OF BROWNSTOWN, INDIANA

WHEREAS, the Town of Brownstown is steadfast in its dedication to preserve and protect the beauty and health of the community; and

WHEREAS, the Town of Brownstown will persevere in its endeavor to promote a better quality of life for all members of the community.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF BROWNSTOWN, INDIANA:

1. The Town of Brownstown is committed to preserving and protecting the beauty of its community through continual environmental improvements, compliance with requirements, making voluntary commitments, and pollution prevention.
2. The Town of Brownstown will protect the community's resources and will strive to enhance the citizens' quality of life by providing a clean and healthy environment. The Town will share environmental decisions and performance through community outreach programs with residents, businesses, and industries.

The foregoing was passed by the Town Council of the Town of Brownstown this 4th day of October, 2008.

AYES

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
Council Members

NAYS

Council Members

Presented by me to the President this 4th day of August, 2008.

[Signature]
Rebecka Fee, Clerk-Treasurer

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ATTACHMENT B: LIST OF PRIORITIZED ASPECTS AND IMPACTS

Aspect	Impact	Activity	Degree of Impact	Potential for Non-Compliance	Potential Impact on Human Health	Public Perception Issue	Sig.
Abandoned chemicals	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	1	1	1	1	4
Aerosol cans	Deplete ozone; Hazardous waste	Application of paints and stains from aerosol cans; Use of aerosol products	2	1	1	1	5
Aesthetics	Improve quality of life	Ordinances, monitoring, and enforcement	1	1	1	2	5
Agrochemical contaminated rinsate	Contaminate groundwater, surface water, and soil, and kill non-target species	Clean up after pesticide application	1	1	1	1	4
Air emissions	Degrade air quality	Driving vehicles or using equipment; Operation of power tools; Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, burning, pesticide and fertilizer use)	3	1	2	2	8
All spills	Contaminate groundwater, surface water, and soil	Spills inside/outside including into floor drains; Storage and use of automotive fluids, solvents, and cleaners; Use of automotive fluids, solvents, and cleaners	1	1	1	1	4
Bio-hazardous waste	Public health concern	Hazardous material response; Incident response	2	1	2	1	6

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Carcasses	Health risk and odor	Managing domestic animals	2	1	2	2	7
Chemical cleaner	Stress on microbes at wastewater treatment plant or in septic	Cleaning	1	1	1	1	4
Chemical use	Contaminate groundwater, surface water, and soil; Hazardous chemicals	Connecting, monitoring, and cleaning chemical containers; Laboratory analysis	1	1	1	1	4
Contaminated absorbent from spill containment	Hazardous waste	Spilled fluids and parts cleaners	2	1	2	1	6
Contaminated runoff	Contaminate groundwater, surface water, and soil	Hazardous material response	2	1	1	1	5
Contaminated snow from parking lots	Contaminate groundwater, surface water, and soil	Snow removal; De-icing parking lots and sidewalks	1	1	1	1	4
Contaminated tools, rags, or paper towels	Contaminate groundwater, surface water, and soil; Hazardous waste	Using shop towels or paper towels to apply or remove regulated fluids; Application of non-latex paints and stains including spray application; Painting (streets, tunnels, and bridges)	1	1	1	1	4
Contamination of oil and antifreeze	Deplete natural resources	Oil and antifreeze recycling	1	2	1	1	5
Drywall, tape, screws, joint compound, and nails	Decrease landfill life	Maintain walls and trim	1	1	1	1	4
Dust and paint chips from sandblasting	Degrade air quality	Painting (streets, tunnels, and bridges)	1	1	1	1	4
Dust from sanding lead-containing paints	Contaminate air, groundwater, surface water, and soil	Prepare surfaces for paint and stains	1	1	1	1	4

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Electricity use	Deplete natural resources	Operation of power tools; Provide outdoor lighting and traffic lights; Power washing; Pump and motor maintenance; Use of electronics; Operation of equipment	3	1	1	1	6
Empty containers, packaging, and used personal protective equipment	Decrease landfill life; Contaminate groundwater, surface water, and soil	Clean up after pesticide application; Pesticide (storage, mixing, application, clean-up, disposal)	2	1	1	1	5
Fluids in the filters	Contaminate groundwater, surface water, and soil	Disposal of oil and gas filters	1	1	1	1	4
Fluorescent lights	Hazardous waste	Electrical	2	2	2	1	7
Freon	Deplete ozone	Temperature control system	1	1	1	1	4
Fuel leak from tank or appurtenances	Contaminate groundwater, surface water, and soil	Monitoring and preventive maintenance	2	1	1	1	5

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Fuel use	Deplete natural resources and degrade air quality	Operation of power tools, Vehicle use for fire and incident response and outreach activities; Vehicle and equipment use for installation, construction, mapping, monitoring, maintenance and repair of infrastructure (bridges, tunnels, overpasses, streets, signs, water and wastewater lines, utility lines, street lights, curbs, and sidewalks); Incident response, patrolling, and animal control ; Driving vehicles or using equipment; Vehicle and equipment use for sampling, monitoring, maintenance, mapping, implementing pretreatment program, and loading, unloading and transporting biosolids	3	1	2	2	8
Grass clippings and leaves	Decrease landfill life or compost	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	1	1	1	1	4
Gun cleaning chemicals	Hazardous waste	Gun cleaning	2	1	1	1	5
Halon based fire suppressants	Deplete ozone	Fire Response	1	1	1	1	4
Infiltration into water lines	Contaminate drinking water	Map and monitor condition of sewer and water lines	2	1	1	1	5
Land use (Brownfields, conservation)	Improve land use	Ordinances, monitoring, and enforcement	1	1	1	1	4
Lead pipes and solder	Hazardous waste	Plumbing	1	1	1	1	4

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Lead-containing dust, sand, or chips	Contaminate groundwater, surface water, and soil; Hazardous waste	Painting (streets, tunnels, and bridges)	1	1	1	1	4
Leaves	Decrease landfill life	Leaf collection	1	1	1	1	4
Light bulbs and ballasts	Decrease landfill life	Electrical	1	1	1	1	4
Litter	Contaminate surface water; Harmful to wildlife and degrades quality of life	Street sweeping and cleaning catch basins and retention ponds; Waste management	1	1	1	1	4
Medical waste	Hazardous waste	Hazardous material response; Incident response	1	1	1	1	4
Mercury-containing equipment; Mercury in thermostats or drain traps	Hazardous waste	Laboratory analysis; Temperature control system	1	1	1	1	4
Methane	Vent or collect for energy	Air emissions from wastewater and sludge	1	1	1	1	4
Mulch	Improve health of green spaces; Improve quality of life; Reduce need for pesticides and watering	Tree and bush trimming, chipping, and shredding of woody debris	1	1	1	1	4
New construction	Improve quality of life	Ordinances, monitoring, and enforcement	2	1	1	1	5
New tires	Deplete natural resources	Tire Maintenance	2	1	1	1	5
Non-latex paints and stains	Hazardous chemicals	Application of non-latex paints and stains including spray application	2	1	1	1	5
Oil based paints	Hazardous waste	Painting (streets, tunnels, and bridges)	2	1	1	1	5
Oil in motor for automatic garage doors	Contaminate groundwater, surface water, and soil	Maintain or replace doors and windows	1	1	1	1	4
Oil storage and delivery (leaking tanks and pipes)	Contaminate groundwater, surface water, and soil	Hydraulic lifts	2	1	2	1	6

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Painting street lights and other fixtures	Contaminate groundwater, surface water, and soil; Degrade air quality	Painting (streets, tunnels, and bridges)	1	1	1	1	4
Paper use	Deplete natural resources	Create, print, copy, and maintain documents, brochures, records, and bills	3	1	1	2	7
Pesticides, fertilizers, rodenticides	Contaminate groundwater, surface water, and soil, and kill non-target species; Exposure to non-target species and humans; Hazardous chemicals	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	3	2	1	1	7
Pipes and valves	Decrease landfill life	Plumbing	2	1	1	1	5
Polychlorinated biphenyl (PCB)-containing ballasts	Hazardous waste	Electrical	1	1	1	1	4
Potential backflow or cross connections	Contaminate drinking water	Plumbing ; Install and monitor cross connects and back connects	2	1	2	1	6
Potential impacts from products used	Deplete natural resources	Purchasing	3	1	1	1	6
Rechargeable batteries (Nickel cadmium and Lithium)	Hazardous waste	Operation of power tools; Communications	2	1	1	1	5
Recyclable materials	Extend landfill life	Waste management	2	1	1	2	6
Replace doors, windows, hardware, and glass	Conserve energy	Maintain or replace doors and windows	1	1	1	1	4
Salt or chemical for ice control	Contaminate groundwater, surface water, and soil	De-icing parking lots and sidewalks	1	1	1	1	4
Sediment and litter	Solid waste	Parking lot, sidewalk, and garage management	2	1	1	2	6

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Sediment from flushing lines or cleaning and unclogging sewers	Sedimentation in surface water and contaminate groundwater, surface water, and soil	Clearing, cleaning, and flushing lines and hydrants	1	1	1	1	4
Sludge contaminated with regulated metals (Cadmium, Copper, Lead, Mercury)	Contaminate groundwater, surface water, and soil	Sludge from treatment process	1	1	1	1	4
Soil erosion	Sedimentation in surface water	Excavation activities for installation or repair	1	1	1	1	4
Solid waste	Decrease landfill life; Contaminate groundwater, surface water, and soil	Sweeping parking lots, and cleaning catch basins	2	1	1	1	5
Solvents and paints	Contaminate groundwater, surface water, and soil	Clean up from paints and stains; Painting (streets, tunnels, and bridges); Maintenance of parking lots and garages	2	1	1	1	5
Spill raw sewage and sludge	Contaminate groundwater, surface water, and soil	Monitor and maintenance of wastewater treatment equipment	2	1	2	3	8
Tank maintenance and removal	Contaminate groundwater, surface water, and soil	Tank maintenance (underground storage tanks and above ground storage tanks)	2	2	2	1	7
Toner cartridges	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	2	1	1	1	5
Used tires	Banned from landfills	Tire Maintenance	2	2	1	1	6
Waste antifreeze	Deplete natural resources	Change antifreeze	2	2	1	1	6
Waste concrete or brick	Decrease landfill life	Maintenance of parking lots and garages	2	1	1	1	5
Waste electronic equipment	Hazardous waste	Use electronic equipment (computers, coffeemakers, copiers)	2	2	1	1	6

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Waste lead-acid batteries	Hazardous waste	Maintain batteries	2	2	1	1	6
Wastewater	Add load to wastewater treatment plant	Cleaning cages; Laboratory analysis	2	1	1	1	5
Water leaks	Deplete natural resources	Plumbing	2	1	1	1	5
Water pressure drop	Contaminate drinking water	Fire Response	2	1	1	1	5
Water use	Deplete natural resources	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use); Washing vehicles and shop floor; Laboratory analysis	2	1	2	1	6

Definitions of Ratings

Degree of Impact on Environment
4 = Serious impact (likely to result in severe or widespread damage to the environment)
3 = Moderate impact (may affect resources beyond the property line, correction will take planning and resources)
2 = Minor impact (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No impact (unlikely to have an adverse impact on the environment)
Potential for Legal and Regulatory Non-Compliance
4 = Serious potential to result in legal or regulatory non-compliance
3 = Moderate potential to result in legal or regulatory non-compliance
2 = Minor potential to result in legal or regulatory non-compliance
1 = No potential to result in legal or regulatory non-compliance
Potential to Impact Human Health
4 = Serious potential (likely to result in severe or widespread damage to human health)
3 = Moderate potential (may affect resources and human health beyond the property line, correction will take planning and resources)
2 = Minor potential (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No potential (unlikely to have an adverse impact on human health)
Public Perception Issue
4 = Serious public perception issue
3 = Moderate public perception issue
2 = Minor public perception issue

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1 = Not a public perception issue

Determining Significance

Stakeholders will add each aspects rates to determine significance.

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ATTACHMENT C: OBJECTIVES AND TARGETS

Environmental Goal 1: Develop Standard Operating Procedure (SOP) for Sewage and Sludge Spills				
Aspect: Spilled raw sewage and sludge				
Impact: Contamination of groundwater, surface water, and soil				
Objective: Develop SOP for raw sewage and sludge spills				
Target: Develop a SOP for spills of raw sewage and sludge and train 100% of affected employees in the use of the SOP by July 2012				
Legal Requirements: Spill Rule				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
1.1 Review the wastewater treatment plant's current spill response processes and procedures	December 2009	Scott Hunsucker	_____	Read current procedure
1.2 Identify when and where spilling may occur	June 2010	Scott Hunsucker	_____	List of potential spill areas
1.3 Review the spill procedures from other town departments	April 2011	Scott Hunsucker	Fire, street	Meet with 100% of identified departments
1.4 Identify town operations and employees that are responsible for sewage and sludge spill response	December 2011	Scott Hunsucker	Fire, street	-Town operations and employees identified -Creation of a tracking sheet
1.5 Write SOP for spill response	April 2012	Scott Hunsucker	_____	Written policy established
1.6 Train affected employees	July 2012	Scott Hunsucker	Fire, street	-Train 100% of affected employees; refresh training on an annual basis -Train all new employees as part of orientation program -Document training in tracking sheet

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Environmental Goal 2: Chemical Spill SOP				
Aspect: Chemical spills				
Impact: Contamination of groundwater, surface water, and soil				
Objective: Develop a workable SOP on file				
Target: Develop a SOP for chemical spills and train 100% of affected employees in the use of the SOP by June 2012				
Legal Requirements: Spill Rule				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
2.1 Review current spill response processes and procedures	December 2009	Andy Lockman	_____	Read current procedures
2.2 Identify town operations and employees that are responsible for spill response	March 2010	Andy Lockman	Street, police	-Town operations and employees identified -Creation of a tracking sheet
2.3 Consult with other departments on spill response procedures and areas of opportunity	August 2010	Andy Lockman	Street, police	Meet with 100% of identified departments
2.4 Make improvements and modifications to current SOP	January 2011	Andy Lockman	_____	Outline possible changes to current SOPs
2.5 Update SOP for spill response	January 2012	Andy Lockman	_____	Written SOP updated
2.6 Train employees	June 2012	Andy Lockman	_____	-Train 100% of affected employees; refresh training on an annual basis -Train all new employees as part of orientation program -Document training in tracking sheet

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Environmental Goal 3: Facility and Festival Recycling				
Aspect: Solid waste				
Impact: Increase landfill life				
Objective: Increase the amount of recyclables collected in town facilities and at town functions				
Target: Increase recycling in town facilities and at town festivals (including the Spring Car Show, Melon Fest, and Hometown Christmas) by 20% by August 2012.				
Legal Requirements: None				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
3.1 Identify baseline data on amounts of recyclables collected in town facilities and at town festivals using 0 as the baseline and building a foundation from 2010 data	December 2009	Debbie Hackman	Police, Town Hall, Fire Dept, WWTP, Street Dept	-Creation of a tracking/data collection sheet -Pounds of recyclables
3.2 Meet with each department to identify current recycling practices and recycling opportunities	March 2009	Debbie Hackman	Police, Town Hall, Fire Dept, WWTP, Street Dept	Meet with 100% of identified departments
3.3 Write policy for town facilities and festivals to explain how vendor recycling will be picked up and what products are included	December 2009	Debbie Hackman	_____	Creation and adoption of recycling policy
3.4 Train employees and festival committee chairs on recycling policy	June 2010	Debbie Hackman	Police, Town Hall, Fire Dept, WWTP, Street Dept	Train 100% of employees and festival committee chairs
3.5 Educate residents on recycling opportunities at town events	December 2010	Debbie Hackman	Jackson County Banner, Town Hall	Outreach to residents
3.6 Track recyclables collected	June 2011 Updated quarterly	Debbie Hackman	Police, Town Hall, Fire Dept, WWTP, Street Dept	Pounds of recyclables

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Environmental Goal 4: Universal Waste Recycling Program				
Aspect: Used fluorescent bulbs and batteries				
Impact: Protect ground water, surface water, and soil from contamination from universal waste				
Objective: Recycle fluorescent bulbs and rechargeable batteries generated by municipal operations				
Target: Recycle 100% of fluorescent bulbs and rechargeable batteries generated from municipal operations by January 2012				
Legal Requirements: Universal Waste Rule				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
4.1 Establish baseline data for quantities of fluorescent bulbs and rechargeable batteries generated by municipal operations.	December 2009	Debbie Hackman	Fire dept, police, town hall, street dept, WWTP	Creation of a tracking/data collection sheet
4.2 Identify how municipal departments are currently handling universal wastes.	June 2010	Debbie Hackman	Fire dept, police, town hall, street dept, WWTP	Complete by target date
4.3 Research potential vendors to collect and remove universal waste.	December 2010	Debbie Hackman	None	Tracking sheet identifying potential vendors and details of their services
4.4 Select a vendor and sign any necessary agreements.	March 2010	Debbie Hackman	Town Council	Signed contract/agreement.
4.5 Identify how universal wastes will be stored and handled within the departments so the vendor can collect them. Develop a written policy on the collection, handling, and storage of universal wastes.	December 2010	Debbie Hackman	Fire dept, police, town hall, street dept, WWTP	Written policy developed
4.6 Train 100% of municipal employees on policy.	June 2011	Debbie Hackman	Town Hall, Police, Fire, WWTP, Street	100% of employees trained
4.7 Track amount of bulbs and batteries on a quarterly basis	January 2012	Debbie Hackman	Police, street, town hall, Fire, WWTP	Update tracking sheet quarterly

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Environmental Goal 5: Winter Road Maintenance				
Aspect: Sediment				
Impact: Sedimentation in surface water and contaminate groundwater, surface water, and soil				
Objective: To improve efficiency of ice removal without adverse environmental consequences				
Target: Complete a study to determine the feasibility of using a liquid de-icer to reduce sand usage by January 2012				
Legal Requirements: None				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
5.1 Research current cost of repeated trips to place sand, amount of sand used, and the cost of sand removal	January 2010	Dale Shelton	Town Hall	-Pounds/tons of sand used -Cost per unit area
5.2 Determine amount of area to be covered with deicer	June 2010	Dale Shelton	_____	Lane miles
5.3 Consult INDOT for information about the type of de-icer they recommend	January 2011	Dale Shelton	_____	Receive INDOT's recommendation
5.4 Research cost of sand alternative (purchase price and application)	June 2011	Dale Shelton	JC Solid Waste District	-Pounds/tons of sand reduced -Cost per unit area
5.5 Determine if plan is economically feasible	December 2011	Dale Shelton	_____	Receive recommendation of street superintendent

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